

2018 AmeriCorps State and National Symposium Orientation for First-time Attendees

Location: Hilton Crystal City, 2399 Jefferson Davis Highway, Arlington, VA

Dates: September 12-14, 2018; pre-events for tribal grantees on September 11-12, 2018

Event website: [2018 AmeriCorps State and National Symposium - Home](#)

Before you travel to the Symposium:

- ✓ Pack your AmeriCorps gear to wear on Friday, September 14;
- ✓ Schedule time to meet with your CNCS Program Officer;
- ✓ Study the agenda and participant list; and
- ✓ Download the mobile app: <https://www.nationalservice.gov/sites/default/files/resource/2018-ASN-Symposium-Mobile-App-Instructions.pdf>.

When you arrive at the Symposium:

- ✓ Check in at the Symposium registration table on the Plaza level.
- ✓ Exhibitors: AmeriCorps Gear, National Service Criminal History Check Vendor, National Commission on Military, National, and Public Service

Symposium agenda:

- ✓ Workshop blocks include financial management, criminal history checks, State Service Commission directors, and AmeriCorps member and program management.
- ✓ Plenaries include CNCS leadership in a variety of ways.
- ✓ Business meetings include optional meetings for America's Service Commissions mentor program participants, members of the Tribal Affinity Group, and Volunteer Generation Fund grantees.
- ✓ AmeriCorps Awards luncheon at 12:30 pm on Thursday, September 13, in the Virginia Ballroom.
- ✓ Symposium program includes presenter bios, sessions descriptions, and target audiences.

Logistics:

- ✓ Dress is business casual; bring layers and be prepared for very hot or cold meeting rooms.
- ✓ There will be limited food and beverage provided by CNCS during the Symposium; coffee and tea will be provided at no cost in the mornings, and there will be a lunch buffet on September 13. Beyond that, participants are on their own for beverages, snacks, and meals.
- ✓ There is no pre-registration for workshops; seating will be limited, and sessions may fill up early. If you are attending with multiple colleagues, divide up the workshops between you.
- ✓ Many presenter materials will be posted prior to the Symposium. You'll be able to find these on the event website and in the mobile app.
- ✓ The registration packet will include a printed agenda with presenter bios and organizational summaries, a map of the local area, and more.

Evaluating the Symposium:

- ✓ Evaluation forms will be provided in hard copy in each session and on the mobile app throughout the event. The evaluations will allow you to rate the quality of the presentation and provide comments.
- ✓ There will also be an overall event evaluation distributed via email the week after the Symposium. It will allow you to rate and comment on the Symposium logistics, registration, website, mobile app, and more.

Questions?

- ✓ Contact your CNCS Program Officer or the Symposium lead, Barbara Ellen Reynolds, at breyolds@cns.gov.
- ✓ You may access a recording of the Symposium Orientation held on August 27, on the AmeriCorps Knowledge Network: <https://www.nationalservice.gov/resources/ameri-corps>

See you at the Symposium!